

AGENDA

Community Advisory Commission

January 7, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Alfred Garcia, Arsenio Iloreta, Sudhir Mandal, Syed Mohsin, Guadalupe Ortiz, Jr., Marie Pham, and Samuel Robinson
Alternates: Charles King, Chris Lee, Nestor Luna, and Craig Ranker

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: December 3, 2003

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Election of Officers

According to the bylaws, new officers for the positions of Chair and Vice Chair are elected at the beginning of the year.

Recommendation: Nominate and vote for a new Chair and Vice Chair.

B. Personal Rapid Transit (PRT) Presentation

As requested Rob Means of the Sunnyhills Neighborhood Association at the November 5, 2003 CAC meeting, Mr. Means will make a 15 minute presentation to discuss what PRT is, how it works and how it could be used in Milpitas.

Recommendation: Discussion only, no action needed.

C. Ethics Project Draft Contract Review

The team of staff and CAC representative, Craig Ranker, reviewed the sole proposal received in response to the Ethics Program RFP that was mailed on November 7, 2003 to seven organizations and institutions believed to specialize in this type of work. Dr. Shanks, a professor at Santa Clara University and an ethics consultant with his own, one-person firm, submitted the proposal. The team met on December 5th, proceeded to interview Dr. Shanks on December 10th, conducted reference checks that proved valuable in pinpointing things that needed to be incorporated into a Milpitas contract and contacted those organizations and institutions that did not respond to the RFP to find out why they didn't respond. The team learned that these organizations and institutions either could not perform this kind of work or could not perform the work until much later in 2004. Therefore, on December 16th, staff contacted Dr. Shanks to begin contract negotiations.

The attached scope of work and schedule have been revised and are in the process of being finalized for Council approval on January 20, 2004 – the date indicated in the CAC-reviewed RFP time schedule. The scope of work and schedule will be attachments to the city's standard contract language which is not attached. The scope of work and schedule have been revised from the conceptual version that the CAC reviewed in November that was included in the RFP. The approach needed to be slightly adjusted to incorporate an expanded group of stakeholders to provide input into the preparation of the ethics code. In addition, due to limited time, the approach also separated out training of the council, boards, commissions and management staff to a later date to ensure that the critical group (campaign candidates) is trained several months prior to the November 2004 election. Also, project deliverables were modified to combine guidelines with the code and formation of a steering committee is proposed with whom the project manager will consult as issues arise through the contract period. To ensure timely receipt of deliverables, given this ambitious time frame, payment disbursements are tied to product delivery rather than monthly. Lastly, specification of a back-up consultant in the event Dr. Shanks is not able to complete the work for some unforeseen reason has been added.

Recommendation: Recommend to Council approval of the draft ethics project scope of work, subject to final minor revisions by staff.

D. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Abelardo, Lee, Mohsin, and Robinson)
- Mayor's Term Length (Garcia, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Alternate-Mandal)
- Ethics (Abelardo, Illoreta, Ranker, and Robinson)
- Tree Ordinance/Heritage Tree Program (Illoreta)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Postpone monthly status and assignment reports to the February 4, 2004 meeting as suggested at the December 3, 2003 meeting given the combination of the CDBG workshop with this regular meeting.

E. CDBG Workshop Session

During this year's CDBG funding cycle (FY 03-04), Council member Polanski suggested that the CAC hold a workshop prior to the next (FY 04-05) funding cycle to review the CDBG program and discuss how the CAC arrived at their funding recommendations. The CAC agreed and directed staff to schedule a future work session. At the December 3, 2003 meeting the CAC decided to hold the work session at their regular January 7, 2004 meeting. Included in the Commission's agenda packet is a CDBG Booklet.

Recommendation: Discussion only, no action needed.

X. Adjournment to February 4, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

AGENDA

Community Advisory Commission

February 4, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

- I. Roll Call:** Joselito Abelardo, Philip Cook, Arsenio Iloreta, Sudhir Mandal, Syed Mohsin, Marie Pham, and Samuel Robinson
Alternates: Chris Lee, Jenifer Lind, Nestor Luna, and Craig Ranker
- II. Seating of Alternates**
- III. Pledge of Allegiance**
- IV. Approval of Agenda**
- V. Approval of Minutes:** January 7, 2004
- VI. Announcements**
- VII. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

- VIII. Liaison Reports**
 - A. City Council Report** Councilmember Polanski
- IX. Old Business**

- A. Personal Rapid Transit (PRT) Presentation**

As requested by Rob Means of the Sunnyhills Neighborhood Association at the November 5, 2003 CAC meeting, Mr. Means will make a 15 minute presentation to discuss what PRT is, how it works and how it could be used in Milpitas.

Recommendation: Discussion only, no action needed.

- X. New Business**

A. Ethics Project Draft Contract Review

Upon the CAC's January recommendation, the Council approved the ethics project contract and funding on January 20, 2004. The contract will be executed the week of January 26th and a notice to proceed will be issued. Also, pursuant to the terms of the contract, staff has provided Dr. Shanks all background information necessary to begin Task 1: Background Review and Drafting Awareness Survey. This 6-week task includes 4 weeks to conduct interviews with key stakeholders to discover Milpitas' strengths, weaknesses, opportunities and threats facing this effort and 2 weeks for City approval of the survey by March 2nd. Staff will assist Dr. Shanks with setting up the interviews and the steering committee will convene and review the survey, prior to Council approval.

At the CAC's January meeting, the CAC recommended to Council that a CAC member serve on the committee and appointed Craig Ranker. The steering committee has been formed and includes members of senior management staff, as well as CAC representation.

Recommendation: Update only, no action needed.

B. Mayor's Term Length (and correlation to term limit) Project

During former Chair Garcia's December 2, 2003, presentation to the Council regarding increasing the Mayor's term length from 2 years to 4 years, the Council requested the CAC to go back and re-evaluate the recommendation after studying the relationship to term limits and to draft suggested ballot language. The Council also requested the City Attorney to prepare a time line schedule reflecting a November 2004 election for this ballot question and all the associated deadlines for the CAC to gauge when they must come back to the Council with a recommendation. Attached is the time schedule prepared by the City Attorney. Working backward from these dates, it is recommended that the CAC present their re-evaluated recommendation to Council on April 20th. The subcommittee should then be prepared to seek endorsement of their re-evaluated recommendation to the CAC at the April 7, 2004 meeting.

Recommendation: Set dates for the Mayor's term length subcommittee to make its revised recommendation to the CAC and to the Council after hearing the subcommittee's status report.

C. Establishing An Outgoing Chair Recognition Policy

At the April CAC meeting, former Chair, Al Garcia, will be present to receive a certificate of appreciation for his two-year service as CAC Chair and for his leadership guiding the CAC through their work plans and presenting recommendations to the Council. Preparation of a recognition piece was requested of staff by a CAC member. Staff evaluated options and the CAC's budget and concluded that a nicely framed certificate could be created and funded through the CAC's modest budget. So that there is a practice in place for similarly recognizing future chairs at their last meeting as chair, it is recommended that a policy be established.

Recommendation: Establish an outgoing chair recognition policy of preparing a certificate of appreciation for service as chair.

D. Support of Arbor Day Proclamation and Increased Participation in Arbor Day/Earth Day event

The CAC's 2004 work plan includes participation in the City's Arbor Day celebration due to the CAC's recent involvement in tree planting and preservation efforts in the City, specifically preparation of a heritage tree ordinance and program, various members' certification as "Tree Amigos" and promoting tree planting outreach and tree protection awareness. The work plan specifies continuation in manning the NBO booth at the celebration and ensuring the steps necessary for the recertification of the City's Tree City USA designation.

This year's Arbor Day celebration is planned to be combined with the Earth Day event on April 17, 2004, from 10 – 2 pm at Yellowstone Park. In addition to CAC members assisting staff in manning the NBO booth, CAC members that are certified "Tree Amigos" can volunteer to help plant the ceremonial tree and 4 other trees that will be planted in the park at the event. At this point in time, only one CAC member remains who is a certified "Tree Amigo" – Chris Lee. The 6-week certification program is offered annually and begins in May.

For recertification of the City's Tree City USA designation, 5 criteria must continue to exist:

- A department with responsibilities of tree planting, maintenance and preservation;
- A tree planting and preservation ordinance;
- An annual budget for tree planting and preservation purposes of at least 2% per capita;
- An Arbor Day observance
- A proclamation setting forth the date, time and location of the City's Arbor Day celebration.

The remaining task necessary for the City to meet all of these criteria is preparation of the proclamation. Staff has drafted the attached proclamation for endorsement by the CAC and reading no later than the April 6th Council meeting.

Recommendation: Endorse the attached Arbor Day proclamation and secure CAC participants in the Arbor Day/Earth Day event.

E. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Abelardo, Lee, Mohsin, and Robinson)
- Mayor's Term Length (Garcia, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Alternate-Mandal)
- Ethics (Abelardo, Illoreta, Ranker, and Robinson)
- Tree Ordinance/Heritage Tree Program (Illoreta)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

XI. Adjournment to March 3, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

AGENDA

Community Advisory Commission

March 3, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker, and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: February 4, 2004 and February 18, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Review of Community Development Block Grant (CDBG) Program Applications for FY 2004-05.

The Commission will conduct the annual review of the Community Development Block Grant (CDBG) proposals for FY 2004-05. The CDBG applications and staff's funding recommendations were forwarded to the Commission for their review during the week of February 16, 2004. The City received a total of 22 applications. The CAC is reviewing 19 applications in public services and 3 in non-public services. It is anticipated that the City of Milpitas CDBG Grant for FY 2004-05 will be \$711,000. As provided by federal regulations, 20% or \$142,200 of the total grant will be used for General Program Administration.

Per federal regulations, a total of 15% of the grant, \$106,650 is available for Public Services. 65% of the grant or \$462,150 is available for Non-Public Services.

A schedule of presentations is included in the Commission's agenda packets.

The CAC recommendations for CDBG funding for FY 2004-05 will be forwarded to the City Council on April 20, 2004.

Recommendation:

1. Hear each of the applicants
 - a. Three minutes for presentations
 - b. Two minutes for questions from the Commission
2. Open the Public Hearing
3. Close the Public Hearing
4. Discuss and recommend to the City Council the CDBG funding allocations for FY 2004-05.

B. 2005 City Calendar theme.

Staff is proposing four alternate 2005 City Calendar theme suggestions and is requesting that your Commission approve a theme for the 2005 City Calendar. The attached staff report explains the four alternatives.

C. Ethics Project Survey, Steering Committee Membership and Code Preparation Workshops

Task 1 – Background Review of the city's ethic project will be completed February 27th and involves three deliverables: a stakeholder report, a recommended plan for development of the ethics code and a draft awareness survey. Over the past four weeks and as of February 25, 2004, Dr. Shanks, the ethics consultant, conducted 24 one-on-one interviews to discover the unique strengths, weaknesses, opportunities and threats facing an ethics code effort in the city. Interviews were conducted with City Council members, senior management, the city manager and assistant city manager, the Milpitas Unified School District superintendent, the editor of the Milpitas Post, school district boards members, and former Council candidate Paul Hay; two rescheduled interviews have yet to take place. A group stakeholder interview of the Community Advisory Commission (CAC), chairs of all other city boards and commissions and the public was conducted at a February 18, 2004, special CAC meeting and attended by 27 individuals. The results of those interviews are forthcoming and will be contained within the consultant's stakeholder report for distribution at the CAC's March 3, 2004 meeting.

Based on the information from the one-on-one and group stakeholder interviews, the consultant is preparing a plan on how to move forward with development of an ethics code. The plan will include recommendations for ways to integrate the interests of all key stakeholders into the code preparation effort. For example, with the CAC continuing to lead as the forum for receiving community input, it is important that future, special CAC meetings/workshops for the purpose of code development be organized and that commitments for attendance by representatives of the various groups to whom the ethics code will apply – campaign candidates, elected and appointed officials and management staff, be arranged. In addition, there is a need to expand the representation on the ethics steering committee. Currently, one CAC member is part of the committee. It is recommended that two more members be appointed.

Under the contract scope of work and schedule, code preparation begins the third week in March, after the completion of a draft awareness survey and ends in April in order for a draft code to be

presented to the CAC at their May 5th regular meeting. With the fast pace necessary for this project, and given that the CAC's next regular meeting is not until April 7th, it is recommended that dates for the code preparation workshops be scheduled at the March 3rd meeting. Staff will have available possible dates at the March 3rd meeting, after further consultation with Dr. Shanks.

Information from the one-on-one and group stakeholder interviews was also used by Dr. Shanks to prepare the attached draft survey. The steering committee is in the process of reviewing the survey prior to Council consideration on March 2, 2004. Through consultation with Dr. Shanks, the steering committee has determined that requests to complete the on-line survey will be mailed the week ending March 6th to a random sample of Milpitas households (1,184) to ensure statistical validity. The survey questions are designed to measure the public's opinion of appropriate conduct by campaign candidates, elected and appointed officials, and City management staff. Survey responses will provide essential information necessary to proceed with the ethics code development workshops.

Recommendation: Provide comments on the draft survey, appoint two additional CAC members to the Ethics Steering Committee and set date(s) for CAC community workshops for preparation of the ethics code.

X. Old Business

A. Presentation and review of proposed Zoning Code Amendments regarding the definitions of Family, Single Housekeeping Unit, Single Family Dwelling, Rooming and Boarding Houses and Kitchen and requiring public parking.

Attached are:

- ☐ A matrix summarizing the content of a small package of zoning code amendments that staff is proposing and presented to the Planning Commission on February 25, 2004 and will be forwarding to the City Council for adoption;
- ☐ A strike-out/underline text showing the changes; and
- ☐ A chart showing proposed regulations for single-family dwellings.

The issue of the definition of the term "Family" (in light of compliance with state and federal law) relates to the work of the CAC's Neighborhood Preservation Subcommittee and may assist the Subcommittee in arriving at solutions to some of the concerns they are studying. In updating this definition, the need to re-evaluate the city's current definitions of single housekeeping unit, single family dwelling, rooming and boarding houses and kitchen become necessary to ensure the character of single family neighborhoods is not compromised.

Recommendation: Recommend to the Planning Commission and City Council adoption of the proposed zoning code amendments.

B. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Abelardo, Lee, Mohsin, Robinson and Queenan)
- Mayor's Term Length (Iloreto, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Iloreto, Ranker, Luna and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreto, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

XI. Adjournment to April 7, 2004

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A G E N D A

Community Advisory Commission – Special Meeting

March 31, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

7:00 p.m.

- I. Roll Call:** Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker and Samuel Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: March 3, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

- A. City Council Report** Councilmember Polanski -- Given the special purpose of this meeting, it is recommended that this standing agenda item be postponed to the next regular CAC meeting April 7, 2004.

IX. Old Business

- A. None.**

X. New Business

- A. Ethics Project Code Preparation Workshop:** Dr. Thomas Shanks, City of Milpitas Ethics Consultant and city staff
1. Introductions
 2. Ice breaker exercise

3. Brief presentation: Steps to developing the code
4. Session goals
5. Ground rules
6. Reviewing the Citizen Survey Ratings of Core Values
7. Choosing and grouping our core values
8. Testing the core values: Real world examples
9. Identifying work groups for Session 2
10. Concluding Exercise

B. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan and Robinson)
- Mayor's Term Length (Iloreta, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Iloreta, Ranker, and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Given the purpose of this special meeting, it is recommended that this standing agenda item be postponed to the next regular CAC meeting of April 7, 2004.

C. Replacement for Arsenio Iloreta on the Mayor's Term Length Committee

Recommendation: Appoint a new representative from the CAC to replace Arsenio Iloreta on the Mayor's Term Length Committee

D. Replacement for Arsenio Iloreta on the Ethics Steering Committee

Recommendation: Appoint a new representative from the CAC to replace Arsenio Iloreta on the Mayor's Term Length Committee

XI. Adjournment to April 7, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

AGENDA

Community Advisory Commission

April 7, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

6:45 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker, and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: March 31, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Robinson)
- Mayor's Term Length (Mohsin, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, Ranker, and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Discussion only. No action needed.

B. Ethics Code Preparation Workshop #2 (to begin at 7:00 p.m.): Dr. Thomas Shanks, City of Milpitas Ethics Consultant assisted by Dr. Philip Riley and city staff

1. Introduction
2. Warm-up/Ice breaker exercise
3. Review results of ethics code preparation workshop #1 (3/31/04)
4. Exercise: A real world test of the core values
5. Skill building: Defining values and values-centered behaviors
6. Work groups: Defining and developing values, character traits and sample behaviors
7. Exchange work group products and receive feedback from another work group
8. Conclusion and preview of ethics code preparation workshop #3 (4/22/04)

X. Public Hearing (to begin at 9:00 p.m. or as soon thereafter as the agenda permits)

A. Mayor's Term Length and Term Limit

After CAC approval on November 5, 2003, the CAC's Mayor's Term Length Subcommittee presented its recommendation to the City Council on December 2, 2003 to increase the Mayor's term length from two years to four years. At the December 2nd meeting, the City Council requested the CAC to re-evaluate the recommendation after studying the relationship to term limits and seeking public input to determine whether there is enough support to go forward with a November 2004 election ballot question.

Given the complexity of the existing term length and limit regulations, the Council also requested the CAC to draft clear, suggested ballot language. Lastly, the Council requested the City Attorney to prepare a timeline to understand the deadline by which the City must file a ballot question for the November election. Based on the timeline prepared, at their February 4, 2004 meeting, the CAC decided to have the Subcommittee conduct a small survey (included in the Commissioners' agenda packets) and to hold a public hearing to obtain the Council-requested public input. It was decided that the hearing would be held April 7, 2004 to receive input on the draft ballot language to allow formulation of a final recommendation by the CAC to present to Council on May 18th. The draft ballot language that is reflected on the survey is as follows:

1. Shall the Mayor's term length be extended from 2 years to 4 years, the same as other member of the City Council?
2. Shall the Mayor be limited to two consecutive elective terms?"

Recommendation: Open the public hearing and receive public input. Close the public hearing and direct the Subcommittee to make its final report at the May 5, 2004 CAC meeting for action on forwarding a recommendation to Council at their May 18, 2004 meeting.

XI. Adjournment to April 22, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission – Special Meeting

April 22, 2004

Milpitas City Hall Lobby

455 E. Calaveras Boulevard

*** * * * *Special meeting time 6:45 p.m. * * * * ***

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker and Samuel Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: April 7, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. Old Business

A. None.

X. New Business – 7:00 p.m.

A. Ethics Project Code Preparation Workshop: Dr. Thomas Shanks -- City of Milpitas Ethics Consultant, Assistant Dr. Philip Riley, and city staff

1. Introductions

2. Warm up exercise

3. Review of last workshop's (4/07/04) results (collapsed list of values and work group worksheets)

4. Work Groups – Review ethical values and develop behaviors
5. Work Groups –Test values, descriptors and behaviors against real world situation
6. Work group presentations of value descriptors and test case results
7. Whole group consensus of code
8. Preview of final workshop (5/5/04) and discuss homework assignment concerning options for developing the code for candidates

C. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan and Robinson)
- Mayor's Term Length (Lee, Mandal, Mohsin and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, Robinson and Ranker)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Cook, Abelardo and Robinson)

Recommendation: Given the purpose of this special meeting, it is recommended that this standing agenda item be postponed to the next regular CAC meeting of May 5, 2004.

XI. Adjournment to May 5, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

May 5, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

6:45 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker, and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: April 22, 2004

VI. Announcements

VII. Citizen's Forum

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VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Robinson)
- Mayor's Term Length (Mohsin, Lee, Mandal, and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, Ranker, and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Discussion only. No action needed, except for Mayor's Term Length Subcommittee's recommendation of whether to recommend to Council a change to the term length. Therefore, this is a separate agendized item after the Ethics Code Workshop.

B. Ethics Code Preparation Workshop #4 (to begin at 7:00 p.m.): Dr. Thomas Shanks, City of Milpitas Ethics Consultant assisted by Dr. Philip Riley and city staff

1. Introduction
2. Warm-up exercise
3. Review of a draft code that builds on last meeting's results (refined values, descriptors and behaviors) and relates to state code
4. Work groups – Reaction to draft behavioral standards for campaign candidates to clarify how the draft code applies to candidates
5. Presentation of work group results
6. Discuss accountability system options and make recommendation for inclusion in an Implementation Plan
7. Reach consensus as to whether each value and principle remains included in the draft code
8. Where we go from here
9. Celebrating and recognizing contributions of all participants (group photo)

C. Mayor's Term Length and Term Limit.

At the April 7th CAC meeting, the CAC held a public hearing to receive input on the Mayor's Term Length Subcommittee's proposed ballot language to increase the term length from two years to four years. The Subcommittee has considered the testimony received and will present their final recommendation regarding this issue for action by the CAC. Presentation of the CAC's recommendation to the City Council is scheduled for May 18, 2004.

Recommendation: Consider the Subcommittee's recommendation and take action to proceed with a CAC recommendation to Council. Designate a presenter for the May 18th Council meeting.

D. Set special meeting date to review draft Ethics Code Implementation Plan.

The ethics project contract requires that, along with the ethics code, an implementation plan be prepared by the consultant for review and approval by the CAC and City Council. The purpose of the implementation plan is to identify educational methods and outline how to monitor the effectiveness of the ethics program. Due to how strongly workshop participants and stakeholders interviewed feel about accountability of those to whom the code will apply, specific input on this issue was necessary from the participants and was not able to be received until workshop #4, May 5th. May 5th was the contract date when the CAC was scheduled to review the implementation plan.

To keep City Council final approval of the ethics code, behavior guidelines and implementation plan on schedule for June 1st, the consultant will complete the draft implementation plan by May 12th. This will allow for distribution of the draft plan for a short special meeting of the CAC to review and recommend approval of the plan to the Council. The CAC's approval of the draft ethics code and behavior guidelines will take place through participation at the May 5th ethics code preparation workshop. Council's contract scheduled review of the draft code, guidelines and plan on May 18th will be delayed and combined with the June 1st final approval date. Therefore, Monday, May 17th is recommended for the CAC special meeting.

Recommendation: Set Monday, May 17, 2004 at 7:00 as a special meeting of the CAC to consider and review the draft Ethics Code Implementation Plan for recommendation to Council at their June 1, 2004 meeting.

X. Adjournment to special meeting date of May 17, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission – Special Meeting

May 17, 2004

Committee Meeting Room

455 E. Calaveras Boulevard

*******Special meeting time 7:00 p.m.*******

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreto, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker and Samuel Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: May 5, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

City Council Report: Councilmember Polanski

Recommendation: Given the purpose of this special meeting, it is recommended that this standing agenda item be postponed to the next regular CAC meeting of June 2, 2004.

IX. Old Business

A. None.

X. New Business

A. Draft Ethics Code, Behavior Standards and Implementation Plan.

The ethics project contract requires CAC review and recommendation prior to Council's review and approval on June 1, 2004 of the ethics code, behavior standards and implementation plan. At their May 13, 2004 meeting, the Steering Committee completed their final review of the attached *City of Milpitas Code of Ethics* and *Implementation Plan for the City of Milpitas Code of Ethics*. The

attached ethics code is the version that received group consensus at the last code preparation workshop with very minor improvements to wording that do not change intent. These can be found in the preamble, as well as the “stewardship” and “accountability” values. A signature line has also been added.

The purpose of the attached implementation plan is to identify educational methods and outline how to monitor the effectiveness of the ethics program. Briefly, the plan recommends the following implementation measures:

1. When possible, conducting moments of reflection at the end of Council, Commission and staff meetings assessing how well the code was practiced at the meeting.
2. Publicly recognizing at the annual Board and Commission dinner those who have been extraordinary role models of the code’s values.
3. Holding a campaign candidates workshop on how to conduct a political campaign consistent with the code.
4. Conducting a post-election assessment session in December/January to evaluate how well code promises were kept with CAC-sponsored sessions after all future elections that would precede an ethics code and ethics program evaluation and updating process.
5. Seeking partners who can also hold candidates accountable.
6. Discouraging use of the County Ethics Foundation.
7. Securing an “ad watch” program sponsor or sponsor of web space for candidates to respond to opponent’s claims made within the last few days of the election.
8. Producing a public information program to educate voters on how to determine whether a candidate is ethical.
9. Requiring candidate disclosure of all their lobbyists to whom they’ve paid \$500 or more to communicate with city officials to influence city legislation or decisions.
10. Considering programs related to campaign funding.
11. Instituting a process for complaints that would be adjudicated by a paid, team of ethics evaluators with the authority to take the appropriate action as per codified sanctions.
12. Requiring all Council members to attend a two-session ethics workshop series.
13. Requiring all senior management staff to attend a two-session ethics workshops series.
14. Requiring all boards and commissioners to attend a one-session ethics workshop series.

The attached behavior standards are the versions that received group consensus at the last code preparation workshop. They have not yet been refined to improve their readability. This will be done at a May 20th Steering Committee meeting, prior to forwarding to Council for adoption.

Recommendation: Recommend approval of the draft Ethics Code and Implementation Plan to the City Council. Recommend approval to the Council of the behavior standards, subject minor revisions to be made by the consultant and Steering Committee.

B. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan and Robinson)
- Mayor’s Term Length (Lee, Mandal, Mohsin and Pham)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, Robinson and Ranker)
- Tree Ordinance/Heritage Tree Program (Iloreto, Lee and Cook)
- Tree Decorating Celebration (Pham, Cook, Abelardo and Robinson)

Recommendation: Given the purpose of this special meeting, it is recommended that this standing agenda item be postponed to the next regular CAC meeting of June 2, 2004.

XI. Adjournment to June 2, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

June 2, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreto, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker, and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: May 17, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. Presentation of Certificate of Appreciation to former CAC Chair, Al Garcia.

After the Chair's presentation of a certificate of appreciation to former CAC Chair, Al Garcia, a brief recess will be called to serve light refreshments and allow Commissioners to individually share words of thanks to Mr. Garcia.

X. New Business

A. 2004 CAC Work Plan Progress.

The following items, in order of priority, are remaining on the 2004 CAC Work Plan (see attached work plan). It is necessary to discuss these items and determine a course of action in order to complete them by the end of this year.

1. Neighborhood Night Out and Watch

This work plan task is to determine whether the CAC should continue hosting these August events, its level of participation in the events, and the dates of the events. Also, the task involves deciding whether to develop an expanded information packet for neighborhood associations on how to host this event. National Neighborhood Night Out is August 3rd, but falls on a City Council meeting night. August 10th is suggested for the City's Neighborhood Night Out and is a date that is acceptable to Police and Fire personnel. If an expanded information packet is desired and prepared by the CAC, it should be done by the middle of July so that citizens can request a copy far enough in advance to plan their event. Possibly a subgroup of the CAC should be formed to prepare such a packet by this timeframe.

In past years, CAC members have made announcements at all the city's boards and commissions meetings to encourage other commissioners to host or participate in a Neighborhood Night Out in their own neighborhood and to contact the CAC about how to proceed with an event. Also, CAC members organized an event in each of their neighborhoods. Neighborhood Associations' coordination with the CAC enables arrangements for Police and Fire personnel to make rounds and limited appearances at the various events. In the past, if there is adequate notice and resources, Police and Fire personnel have brought equipment, literature and little give-a ways to enhance the events. A representative from the Police Department will be attending the June 2nd CAC meeting.

Recommendation: Discuss the Neighborhood Night Out program and determine whether the CAC will host the events this year, its level of participation, the dates of the events and whether to develop the expanded information packet (including designation of responsible CAC members).

2. Town Hall Meeting.

This work plan task is to decide whether to continue hosting this October event and whether a different forum would be better. The CAC has annually hosted a town hall meeting for three years. Last year, attendance increased marginally despite extensive advertising and strategic selection of a main topic thought to draw a larger audience. During development of the work plan, a suggestion was made that instead of holding a meeting, maybe the forum could be changed to a designated airtime when a live presentation could be given and citizens could call in with comments and questions, which would be aired simultaneously.

Recommendation: Determine whether it is worthy of hosting another October town hall meeting CAC and if so and what forum should be used and topics covered.

3. Associations Meeting.

This work plan task is to develop an outreach program to neighborhood associations to obtain feedback on community issues. Since there are a number of ways this could be done and such a program might assist with identifying topics for the town hall meeting or could replace the need to have a town hall meeting, the CAC might want to form a subcommittee to more efficiently and quickly develop options.

Recommendation: Determine how to proceed with developing options to design an outreach program to neighborhood associations.

4. Thank You Activity/Recognition for City Staff (long term goal/project).

This work plan task involves planning an activity to recognize the work of city staff or participating in the preparations for the annual employee service awards celebration. This year's Employee Service Awards Luncheon, coordinated by the Human Resources Department with volunteers from other departments, will be held on September 28, 2004. Last year's event was quite successful and much appreciated by City staff. Many employees worked behind the scenes to organize the event by serving food, setting-up, cleaning-up, and serving on various committees to plan the menu, purchase food, determine a theme, secure decorations, etc. The CAC could participate in this year's event by serving on one of these committees and/or assisting in various tasks at the luncheon. The luncheon planning kick-off meeting will be held the first week in July. If this approach to this work plan task is acceptable to the CAC, names of CAC volunteers could be submitted to the Human Resources Department along with preferences on ways to assist.

Recommendation: Determine if the CAC will participate in the Employee Service Awards Luncheon, in what capacity, and who will be participating.

5. Youth Involvement in Government (long term goal/project).

The work plan task is to discuss developing a process to get youth involved in local government. When this was discussed during development of the work plan, one possibility was raised - to initiate a youth representative on the CAC. If this idea is not supported, it might be best to carry this item over to next year's work plan that is discussed in December. Work on the Neighborhood Preservation Subcommittee needs to resume with a goal of bringing forward a recommendation to the Council in the fall. The reason for this is that in April when the Council considered zoning code amendments related to preserving neighborhoods that addressed garage conversions, what constitutes a family and various types of occupancies, the Council adopted the amendments without any change to garage conversions. The Council will revisit the issue when a solution is presented to more clearly address on-street parking. On-street parking is part of what the Subcommittee is studying.

Recommendation: Determine whether to move forward with the process to secure a youth representative on the CAC or carry this item over to next year.

6. Participation in City's July 4th parade.

Since July 4th falls on a Sunday this year, churches and businesses on Main Street have expressed that they will be significantly impacted by closing the street to hold the parade. Therefore, the decision has been made to cancel the parade this year. Other City-sponsored July 4th activities will still take place, however the CAC's past participation in the parade will not be needed this year.

Recommendation: None needed.

B. Commissioner's Handbook.

City Clerk, Gail Blalock, will be preparing a City Commissioners Handbook by the end of this summer. She is seeking input from the members of the CAC about the kinds of things you feel might be helpful in a Commissioner's Handbook. What would be helpful to a new Commissioner coming on board? What about Commissioners who have served for a while, what kinds of questions or issues might they have? Any other ideas you have would be helpful. A draft Table of Contents has been prepared by the City Clerk to assist in this discussion (attached).

Recommendation: Provide input to the City Clerk on a Commissioner's Handbook.

C. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Robinson)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, Ranker and Robinson)
- Tree Ordinance/Heritage Tree Program (Iloreta, Lee and Cook)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Discussion only, no action needed.

D. Pictures of new CAC alternate members

Pictures of all CAC members are posted on the CAC link on the City's website. The website has not been updated with pictures of the new alternate members. Pictures will be taken at the end of the meeting; so all alternates should plan to attend.

Recommendation: None needed.

XI. Adjournment to August 4, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

August 4, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

- I. Roll Call:** Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: June 2, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Selection of NBO Annual Awards Subcommittee

The Neighborhood Beautification Awards Program was established in 2000 to recognize and reward City of Milpitas residents, property owners, and neighborhoods and community groups for improvements and maintenance of their properties or neighborhoods within public view. Staff recommends the Commission select a subcommittee comprised of three Commissioners to review this year's applications, tour the nominated sites the week of September 13, 2004 and make recommendations to the entire Commission at their October 6, 2004 meeting.

Recommendation: Select three Commissioners to serve on the 2004 NBO Awards subcommittee.

B. Neighborhood Preservation Subcommittee tour code violations status report.

On October 30, 2003, the CAC subcommittee members along with Gloria Anaya toured Main/Abel Street for educational purposes. During the tour several issues were observed and follow-up was requested. All the subcommittee concerns were resolved (see attached report).

C. Ethics Project

Upon adopting the new Ethics Code, Behavioral Standards and Implementation Plan on June 1, 2004, the Council directed staff to come back with a contract to prepare the implementation measures. On July 6, 2004, the Council approved the attached amendment to Dr. Shanks' contract to prepare the implementation measures prior to the end of the year, most prior to the November election, at an additional cost not to exceed \$40,500, as per an aggressive schedule in the contract amendment.

While many of the implementation measures are being prepared simultaneously and reviewed by the Steering Committee, the Ethics Complaint Process has been the first significant deliverable thus far. The ordinance to establish the Ethics Evaluator Panel is attached and is being reviewed by the Council on August 3, 2004 for first reading. Briefly, the complaint process is as follows:

1. An Ethics Code complaint against a City Council member, Commissioner and/or Council candidate shall be submitted on the prescribed form to the City Clerk who will forward the complaint to the Lead Evaluator.
2. The Lead Evaluator will review the complaint and determine whether it is acceptable – i.e., specific and within the Panel's jurisdiction within 72 hours of being received by the City Clerk.
3. If accepted, the Lead Evaluator will call a meeting of the Panel for a date not less than 7 days following the acceptance to allow noticing to the accused, the complainant and all other persons requesting notice.
4. After hearing testimony and reviewing documentary evidence at the meeting, the Panel will make a decision of whether an ethics violation has occurred.
5. After the meeting, the Lead Evaluator will prepare the written decision of the Panel, which will be mailed, to the complainant and alleged violator.
6. The Panel's written determination, if a violation has occurred, shall require the violator to cease and desist the violation and/or apologize and shall be the basis for public criticism, in addition to possible, recommended further action by the City Council.

Evaluators shall serve four-year terms and shall not live, vote, or have their primary place of business in the City, nor be employed by the City or serve as a City consultant. In addition, evaluators shall not be a candidate for or hold public office in another city or county, shall not have participated in or made financial contributions to a Milpitas election campaign and not be employed as a lobbyist related to City matters. A lead among the evaluators shall be appointed for a one-year term.

In addition to evaluating complaints, the Evaluators shall prepare an annual report to the Community Advisory Commission (CAC) concerning the work of the Panel and any recommended changes to the Ethics Code, Behavioral Standards and complaint procedures.

Regarding required ethics training, the Council's first training is July 29th. The first part of Senior Staff training has been set for September 29th. Commissioner training is October 7, 2004 from 7 to 9 pm. An alternative date for Commissioner training is October 20th.

Regarding a lobbyist registry ordinance, concurrently with the work of the Council's City Attorney Subcommittee, an open government ordinance was prepared and approved on first reading at the July 6, 2004 Council meeting. That ordinance contains requirements for a lobbyist registry and references the City's Ethics Code. Dr. Shank, staff and the City Attorney have begun meeting to determine what amendments will need to be made after the ordinance is adopted, to address any gaps with the Ethics Program. As per the contract schedule, those amendments are not due until December, however will likely be drafted in September.

Implementation Measure 5 involves seeking partners to hold candidates accountable. Two types of partners were proposed: endorsing partners and community partners. Since campaign is well underway, the Steering Committee decided to solicit community partners only this election year using the attached agreement, which is in draft form. A similar endorsing partner promise form will be used in the next election and has been drafted for future use. Staff is working on preparing a mailing list of all community organizations to send the partner forms.

The date of Sunday, October 31st has been tentatively selected to hold a campaign candidates forum/debate to carry out Implementation Measure No. 7. This forum will be different than the annual Chamber of Commerce debate in that its purpose is to provide a final chance for candidates to address claims that might have been made in last minute campaigning. After the filing deadline, campaign candidates will be sent information about this forum so that they can be alerted to its occurrence and purpose. Dr. Shanks is in the process of securing a non-partisan sponsor for the event and has had an initial contact with the League of Women Voters.

As agreed to at the last CAC meeting when the issue of whether to hold the CAC's annual town hall meeting was discussed, the post-election assessment meeting will serve as the primary focus of the CAC's town hall meeting this year. Given when the assessment meeting needs to occur (after the election which is after the usual early October town hall time frame), the post-election/town hall meeting has been set for Tuesday, November 30, 2004. The Steering Committee suggests that the CAC move their Wednesday, December 1st meeting to Thursday, December 2nd, so that the CAC does not have two meeting nights in a row. This date will start to be publicized in the City's newsletter and in the Ethics Public Information Campaign to ensure good and comprehensive attendance. No meeting format information is available yet.

Significant work has also begun on Implementation Measure No. 8 – Public Information Campaign for Citizens to Vote Ethics. The attached plan and schedule and message design concept have been drafted. Contrary to the slogan information it contains, at last week's Steering Committee, the Committee narrowed the choices to a preferred slogan: Measure Up. It can be graphically depicted and translated into different languages to convey the meaning of measuring up your candidate to the city's Ethics Code and measuring up to the highest level we can be when we are at our best.

Recommendation: Recommend to the City Council support of the Complaint Process/Ethics Evaluator Panel Ordinance and the Public Information Campaign Plan and Slogan.

D. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Luna)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, and Ranker)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Discussion only, no action needed.

X. Adjournment to September 1, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

September 1, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Sudhir Mandal, Syed Mohsin, Marie Pham, Craig Ranker and Sam Robinson
Alternates: Danny Fang, Jenifer Lind, Nestor Luna, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: August 4, 2004

VI. Announcements:

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Annual Employee Service Awards Luncheon on September 28, 2004.

The Annual Employee Service Awards Luncheon will be held on September 28, 2004. Members of the CAC volunteered to provide service at the luncheon during the CAC meeting on August 4th to fulfill a work plan item. If members of the CAC will be attending and/or serving, it will be necessary for you to RSVP at this time so staff can RSVP for you. Please let staff know at the meeting so they can get a head count and RSVP to Human Resources.

Recommendation: Let staff know if you will be attending and/or serving.

B. Ethics Project

Preparation of the various ethics program implementation measures is moving along quickly as per schedule. On August 17, 2004, the City Council adopted an ordinance establishing the ethics evaluator panel and process. Dr. Shanks is in the process of securing individuals who are interested and qualified to serve as one of four ethics evaluators. Once that short list is developed, the Ethics Steering Committee will review the list to verify suitability for the position. Concurrently, staff and the city attorney's office are preparing a contract for the evaluators that is planned to be reviewed by the Council on September 21st.

A new date for the campaign candidates forum has been identified – Saturday, October 30, 2004 at 4:00 p.m. The League of Women Voters has expressed interest in facilitating the forum which will be held in the Council Chambers and televised. Dr. Shanks will be working to confirm the League's facilitation after he returns from vacation. This date and time were suggested by the campaign candidates at the August 18th campaign candidates ethics training. The training was attended by all Council and Mayoral candidates along with many campaign volunteers, consultants and lobbyists – a total of 19 attendees.

At the Council's first ethics training, held July 29th, the Council requested a 60-day follow-up to evaluate their progress in achieving the goals they set for themselves toward becoming credible role models for the City's ethics code values. That session has been set for October 6th and will overlap with the CAC's monthly meeting. One of the exercises during the training was learning how to conduct "moments of reflection". Dr. Shanks led the exercise in preparation for the Council to begin conducting Council meeting "moments of reflection"; the first of which will occur September 7th, under the ethics program slogan, "Ethics First". The next scheduled training is of senior staff, scheduled for September 29th.

The public information campaign is also making great progress. A draft of an "Ethics First" guide has been reviewed by the Steering Committee on August 24th. The guide will educate readers about the importance of ethics as demonstrated by the Council's adoption of an ethics code and behavioral standards, describe the implementation measures being developed and explain how citizens can be an important constituency for the accountability required for the program to succeed. "Ethics First" will be sent to all Milpitas households and distributed to community organizations, the first week in October, as an insert to the second edition of the City's newsletter.

Other public information methods about to begin include public forum announcements by CAC Steering Committee members at the September and October Council meetings, press releases, and production of a video-taped public service announcement to air on Channel 15 the end of September and during the month of October.

Recommendation: Discussion only, no action needed at this time.

C. Discussion of Commissioner's repeated absences and the Commission's options/prerogatives.

The Chair requested that this item be agendaized. He will lead the discussion.

Recommendation: Discussion only

D. Youth participation on the CAC:

At the June 2nd meeting, the CAC requested that Chair Iloreto contact the chair of the Youth Advisory Commission (Coel Augustin) to discuss youth participation on the CAC to fulfill one of the work plan items. Chair Iloreto will comment on this issue at the October 6th meeting.

Recommendation: Discussion only, no action needed.

E. Sign Ordinance Amendments.

As mentioned at the last CAC meeting, staff is proposing modifications to the Sign Ordinance, Zoning Ordinance and Neighborhood Beautification Ordinance to make them better organized, define terms that are currently undefined, address typical sign types not currently in the ordinance, clarify approval authority and process for signs, require administrative approval of Temporary Promotional Signs, speed up corrections to certain violations and add administrative citation authority to the Sign Ordinance. This is being done as part of the City Council's approval of the Planning and Neighborhood Services Department's expanded code enforcement proposal. Attached you will find a "Summary Matrix of Sign, Zoning and NBO Text Amendments" which summarizes the major changes to the ordinances. Also attached you will find a detailed report on the proposed changes titled "Proposed Changes To Chapter 30, Signs, Of The Milpitas Municipal Code". The CAC's input will be shared with the Economic Development Commission on September 13th and the Planning Commission on September 22nd who are also receiving these amendments prior to City Council consideration for adoption in October.

Recommendation: Discussion only, no action needed.

F. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Luna)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, and Ranker)
- Tree Decorating Celebration (Pham, Robinson, Cook and Abelardo)

Recommendation: Discussion only, no action needed.

X. Adjournment to October 6, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

October 6, 2004

Milpitas City Hall Committee Meeting Room

455 E. Calaveras Blvd.

6:30 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Nestor Luna, Sudhir Mandal, Syed Mohsin, Marie Pham, and Craig Ranker
Alternates: Danny Fang, Jenifer Lind, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: August 4 and September 1, 2004

VI. Announcements:

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Neighborhood Beautification Appreciation – 5th Annual Awards Program.

At its meeting of August 4, 2004, the Commission formed the Neighborhood Beautification Awards subcommittee to tour the nominated sites and make recommendations to the Commission. Included in your agenda packet is a list of all the nominations, and photographs of the locations, if applicable. Staff received (30) thirty nominations by the August 31, 2004, deadline. Staff nominated (1) one Staff Choice Award and (5) five properties to ensure all categories are represented for a total of 36 nominations and the subcommittee toured the sites on September 15 and 20, 2004.

The NBO Residential Award winners will receive an award gift and declaration, and all nominees will receive a certificate of appreciation. The results will be posted on the City's website, Cable TV and in the Milpitas Post. The awards will be distributed by the City Council

at their meeting of November 16, 2004, with a break for refreshments and a celebration. The following are the NBO Awards subcommittee recommendations for consideration by the full Commission:

Building a Sense of Community

Winner

Robin Hays - Natural Health Center, 485 Los Coches St

Nominations

Deacon Percy & Pastor Johnnie Q Jones – Greater Love Church, 159 Dixon Rd

Attractive Non-Residential

Winner

JMK Partnership Kirkorian Development – Victorian Square, 1191 to 1301 E. Calaveras Blvd

Nominations

Judith Gottfeld – Business Park 483 – 489 Los Coches St

Deacon Percy & Pastor Johnnie Q Jones – Greater Love Church, 159 Dixon Rd

Staff Choice Award

Winner

Mr. & Mrs. Martinez – 439 Abbott Ave

Central Area

Attractive Residential

Winner

Joseph Sferrazzo – 482 Greathouse Dr

Nominations

Kevin Broyles – 1625 Arizona Ave

Martha Mallory – 1755 Arizona Ave

Mr. & Mrs. Gill – 250 Boulder St

Phi Chu – 215 Boyd St

Mr. & Mrs. Magtoto – 167 Callan St

Stephen Sullivan – 373 Chad Dr

Mr. & Mrs. Delgado – 1610 Cortez St

Mr. & Mrs. Schnepf – 1039 Horcajo Cir

Vicki Holbert – 1005 Oregon Way

Jorge Arreola – 448 Woodcock Ct

Attractive Multi-Family Units

Winner

Maria Cordero – Friendly Village Mobile Home Park-147 Via Santa Clara

Attractive Homeowners Associations

Winner

Mr. & Mrs. Huang – Beresford HOA - 278 Woodward Dr

Hillside Area

Attractive Residential

Winner

Mr. & Mrs. Mujtaba - 2237 N. Park Victoria Dr

Attractive Homeowners Association

Winner

Mr. & Mrs. Mehta – Calaveras Ridge HOA -886 Calaveras Ridge

East Valley Floor Area

Attractive Residential

Winner

Mr. & Mrs. Arikata – 1845 Findley Dr

Nominations

Mr. & Mrs. Fell – 125 Bixby Drive

Wendy Ngo – 1674 Jupiter Dr

Mr. & Mrs. Bugayong – 482 La Baree Dr

David Lipscomb – 1575 Mt Shasta Ave

Attractive Multi-Family Units

Winner

Dung Lam & Nancy Duong – Duplex -389 & 391 Lynn Ave

Attractive Homeowners Associations

Winner

Huong Ngo – Hill Crest Villas HOA - 1016 Ridgmont Dr

West Area

Attractive Residential

Winner

Mr. & Mrs. Hendershot – 163 Butler St

Attractive Multi-Family Units

Winner

Mr. & Mrs. Dubyk – Duplex - 742 N. Abel St

Attractive Homeowners Association

Winner

Juniel Butler – Starlight Pines HOA - 48 Cedar Ct

Nominations

Mr. & Mrs. Rudstill – Starlight Pines HOA - 24 Cedar Ct
Mr. & Mrs. Brown - Starlight Pines HOA - 32 Cedar Ct
Mariza Muhammad – Starlight Pines HOA - 56 Cedar Ct
Mr. & Mrs. Haugen – Starlight Pines HOA - 64 Cedar Ct
Mr. & Mrs. Santillan – Starlight Pines HOA -1544 Fallen Leaf Dr
Gary Langhorst – Starlight Pines HOA - 1580 Fallen Leaf Dr

Recommendation: Review and approve the subcommittee and staff's NBO 2004 award recommendations as listed above.

B. Ethics Project.

The Ethics Steering Committee worked diligently during the month of September and was able to achieve the aggressive goal of securing enough individuals to comprise an ethics evaluator panel and completing a complaint form ready for public use by the effective date of the evaluator ordinance – September 17th! Contracts have been executed with the minimum 3 evaluators and Council has approved 2 other individuals with whom staff is entering into contract negotiations. With related press releases, the October City newsletter in which an “Ethics First!” brochure insert can be found and deployment of a new ethics webpage the week of October 4th, publicity has occurred and information is available about the complaint process. For the CAC's information, the names and credentials of the evaluators are attached, as well as a black and white copy of the “Ethics First!” brochure that has gone to the printers, and a copy of the complaint form that is being used. A draft complaint process information document has been prepared and is under review to accompany the form. It will be added to the webpage, as well as a more detailed “Ethics First!” Guidebook.

Other public information methods that occurred in September that will continue through October are public forum announcements by CAC Steering Committee members at Council meetings. Another exciting accomplishment is the preparation of a videotaped, 1.5 minutes public service announcement that will air on Channel 15 starting the week of October 4th and run up to the time of the election. This will be shown to the CAC at the October meeting.

Confirmation from the League of Women Voters has been received to facilitate the candidates forum, to be called “The Final Word”, close to election day. The date/time selected is Saturday, October 30, 2004 at 4:00 p.m. in the Council Chambers so it can be televised. This forum name has been chosen to match the forum that the League is facilitating for the City of Santa Clara with the hopes that when other cities initiate ethics programs, an area name recognition can develop to further increase public awareness across the Bay Area.

October is an intensive month for ethics training, as discussed at the last CAC meeting, the Council's requested 60-day follow-up to evaluate their progress in achieving the goals they set for themselves at their first training on July 29th is the same night as the CAC's October 6th meeting. The first senior staff ethics training occurred on September 29th, with the final training to take place on October 13th. Staff training has been well-received and well-attended. Commissioner training is to occur on October 7th and 20th. With an 80% response rate to date, there are Commissioners that require additional effort to secure and confirm attendance. It would be helpful if CAC members that know other Commissioners approach these colleagues about the

CAC-initiated ethics program so they can gain a greater perspective on what the city is trying to achieve.

At the November CAC meeting, details will be provided about the November 30th Post Election Assessment meeting that will replace this year's CAC Town Hall. This will also be an opportunity for the CAC to formulate and share any other ideas, if any, that they have for a town hall meeting.

Recommendation: Discussion only, no action needed at this time.

C. NBO, Zoning and Sign Ordinance Amendments.

At the last CAC meeting, the CAC reviewed and made a recommendation of approval to the City Council regarding a package of amendments affecting the NBO, zoning code, and sign code. At their September 22nd public hearing, the Planning Commission did not take action on the amendments to request that in addition to the CAC and Economic Development Commission that the Council requested provide input on the amendments, a study group involving more individuals from the public and business community be formed before the Planning Commission forwards a recommendation on the amendments to the Council. Based on this, staff is taking this request to the October 5th Council meeting that was intended for first reading of the amendments to receive direction. Depending on what happens, a CAC member may be needed to participate in this study group(s) to represent the CAC perspective on the NBO, originally initiated by the CAC, and code enforcement strategies related to neighborhood preservation issues that the CAC subcommittee is evaluating.

Recommendation: Depending on the 10/5 Council direction, appoint a CAC member to participate in the code amendments study group(s).

D. 2004 Work Plan – Youth Involvement in Government.

At the September 1st CAC meeting, it was discussed that the Chair would comment on this issue at the October 6th meeting after contacting the Chair of the Youth Advisory Commission to discuss youth participation on the CAC to fulfill this work plan item.

Recommendation: Decide on an appropriate action after hearing report from Chair Iloreta.

E. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Luna)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, and Ranker)
- Tree Decorating Celebration (Pham, Cook, and Abelardo)

Recommendation: Discussion only, no action needed.

X. Adjournment to November 3, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

November 3, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Nestor Luna,
Sudhir Mandal, Syed Mohsin, Marie Pham, and Craig Ranker
Alternates: Danny Fang, Jenifer Lind, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: October 6, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. Future City Calendar Themes.

Traditionally the Community Advisory Commission has provided input and recommendation to the City Council on the themes for City calendars. Past calendar themes have included: 1998 – Milpitas, City with a Heart, 1999 - Community Pride, 2000 - Milpitas Celebrates the Year 2000, 2001 - What Milpitas Means to Me..., 2002 - Beautiful Places in Milpitas, 2003 - Celebrating Community Events, 2004 - Celebrating 50 Years, 2005 – Milpitas At Its Best.

Over the past few years it has become increasingly difficult to develop new themes and it has become apparent that the photos of the calendars, no matter what the theme is, represent Milpitas' diversity through city and community programs, the neighborhoods and the residents. It is recommended that the future calendar themes become very general such as "City of Milpitas

Community Calendar” which will eliminate duplicating themes and the difficulty of receiving community participation for photos. Photos will continue to represent the entire City of Milpitas.

Recommendation: Support generalizing future City calendar themes and make recommendation to City Council.

B. Commissioner’s Recognition event questionnaire.

The Commission Recognition Committee, comprised of the staff liaisons to all the city’s commissions, has prepared the attached questionnaire to find out what the CAC would like for its annual recognition in order to prepare for next year’s Commissioner’s Recognition Event. When the information is compiled from all the Commissions, staff will forward it to the City Council for final approval of the event.

Recommendation: Please complete this questionnaire and return to Dennis Carrington at the end of tonight’s meeting.

C. Ethics First! Project/Commisioner Recognition Questionnaire.

The 2005 Commissioner’s Recognition event will include some method to recognize exemplary Commissioner behavior that is consistent with the city’s new Ethics Code. This is being done to begin to develop a culture of recognition related to the city’s ethics program. The Commission Recognition Committee, comprised of the staff liaisons to all the city’s commissions, has prepared the attached questionnaire to solicit ideas on how to add this new element to the event.

Recommendation: Please complete this questionnaire and return to Dennis Carrington at the end of tonight’s meeting.

D. CAC Tree Decorating and tree Lighting in the Plaza.

The annual Tree Lighting Ceremony is scheduled for Wednesday, December 1, 2004, at 7:00pm at City Hall. A new and popular element that was added to the Tree Lighting Ceremony two years ago is decorated trees in the plaza. These trees are available to local groups, service organizations, businesses and individuals to sponsor and decorate the trees for a nominal fee. There are a total of 10 trees that will be available. Both years, the CAC has organized a team to decorate a CAC tree. This CAC participation replaced the Community Tree Decorating and Potluck event sponsored by the CAC in past years. The Recreation Division, which organizes the annual Tree Lighting Ceremony, is again offering a tree, free of charge, to the Community Advisory Commission to decorate. The tree decorating would need to be completed on Sunday, November 28th by noon. If interested, the CAC should designate a lead and volunteers to decorate the tree. The CAC should also decide whether or not to provide refreshments given that the community has not participated in helping the CAC decorate their tree.

Recommendation: Determine whether the CAC will decorate a tree in the plaza. If so, designate a lead and volunteers and determine whether refreshments provided by the CAC will be part of the CAC’s participation.

E. November 30th Post Election Assessment Town Hall meeting.

At its June meeting, the CAC decided to replace this year's town hall meeting with the Post Election Assessment meeting that is part of the ethics project implementation measures. The date for the October town hall was postponed to November 30, 2004 at 7:00 p.m. in the Council Chambers, so that it could be held after the election. Based on the direction and guidance provided by the CAC for the meeting/town hall format to encourage greater participation, the Ethics Steering Committee has made several arrangements, thus far. Two advertisements have been prepared for the Milpitas Post to run during the month of November describing the format, time, date and place, as well as the variety of ways to participate. Regarding the format, in addition to participating in person, interested individuals will be able to share their comments about how campaign conduct measured up to the Ethics Code in two other ways. A dedicated phone line will be established to call in comments, screened by the staff liaisons and individuals can e-mail or mail comments in advance by a certain date. Mailed and e-mailed comments will be reviewed by Dr. Shanks who is contracted to facilitate responses to the comments. Dr. Shanks will allow only appropriate comments to be read at the meeting which will be aired live on Channel 15 and on the city's website. The CAC should discuss what role they and/or the Chair want to play in the meeting and provide any additional ideas they may have to the Ethics Steering Committee for assistance in execution.

Recommendation: Discuss what role the CAC and/or the Chair want to play in the Post Election Assessment Town Hall meeting and provide any additional ideas to the Ethics Steering Committee for assistance in execution.

F. Ethics Project Update.

Training – Training of senior staff, Commissioners and Commission staff liaisons has been completed, with the exception of make-up sessions for those who could not attend. One more Council training is scheduled for November 17th. Depending on the election results, the Council may decide to cancel or postpone this last training session. Despite two Commissioner training opportunities held, only 75 out of the city's 127 Commissioners participated in the training. The remaining 52 did not provide a response although repeated attempts were made to reach them and confirm attendance at one of the sessions.

Public Information Campaign – To bring awareness to the city's ethics program, an "Ethics First!" brochure, a city newsletter article, an on-line "Ethics First!" Guide, a redesigned and comprehensive website, a public service announcement that run on Channel 15 the month of October and numerous press releases have been completed.

Evaluators Panel and Complaint Process – Contracts with all the ethics evaluators have been executed. An orientation was planned and held for the evaluators. The lead evaluator has prepared protocols to guide the panel's conduct during ethics complaint hearing meetings. The protocols were reviewed at the panel's first meeting on October 27, 2004 and will be adopted at their next meeting after requested revisions are made. Once adopted, the protocols will be added to the city's website. One ethics complaint received by the City Clerk has been deemed acceptable by the lead evaluator and will be scheduled for hearing over the October 30th weekend.

“Final Word” Forum – The League of Women Voters, as facilitators of the October 30th, 4:00 p.m., televised candidate forum in the Council Chambers, has been actively planning this event. A press release was prepared and a letter was sent to candidates advising them to notify the League of their attendance and of the forum rules. A verbal report summarizing the event will be provided at the CAC’s November meeting.

Lobbyist Registry Ordinance – Work has begun on drafting a lobbyist registry ordinance that is consistent with the Code of Ethics. The new ordinance is planned to be presented for Council review in December and will replace the lobbyist registry regulations set forth in the recently adopted Open Government Ordinance. After researching several other cities’ ordinances, Oakland’s appears to be the most comprehensive and will provide the model for the City’s new ordinance.

Recommendation: Discussion only, no action needed at this time.

G. Sign, NBO and Zoning Code Amendments Related to Code Enforcement Program.

Upon the request of the Planning Commission and approved by the City Council, a Code Enforcement Task Force and a Sign Code Task Force have been formed. These groups are reviewing and providing input on the ordinance amendments reviewed by the CAC at their September meeting. The Sign Ordinance Task Force met on October 22nd and October 29th and the Code Enforcement Task Force met on October 25th and October 29th. Staff will present a verbal summary of the results of those meetings at tonight’s meeting.

Recommendation: Discussion only, no action needed.

H. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Luna)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, and Ranker)
- Tree Decorating Celebration (Pham, Cook, and Abelardo)

Recommendation: Discussion only, no action needed.

X. Adjournment to Thursday, December 2, 2004

In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the City 48 hours prior to the meeting by calling the Community Advisory Commission (CAC) Recording Secretary at (408) 586-3076, or by calling TDD (408) 586-3013. The CAC Secretary will upon request provide to the visually impaired a recorded agenda or minutes on standard cassette or printed in large type.

A G E N D A

Community Advisory Commission

December 2, 2004
Milpitas City Hall Committee Meeting Room
455 E. Calaveras Blvd.
7:00 p.m.

I. Roll Call: Joselito Abelardo, Philip Cook, Arsenio Iloreta, Chris Lee, Nestor Luna, Sudhir Mandal, Syed Mohsin, Marie Pham, and Craig Ranker
Alternates: Danny Fang, Jenifer Lind, and Michael Queenan

II. Seating of Alternates

III. Pledge of Allegiance

IV. Approval of Agenda

V. Approval of Minutes: November 3, 2004

VI. Announcements

VII. Citizen's Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers are asked to supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Liaison Reports

A. City Council Report Councilmember Polanski

IX. New Business

A. CAC 2005 Work Plan.

In December, the Commission develops a list of goals, in addition to their regular recurring tasks that they would like to accomplish during the next calendar year. The work plan is then presented to the City Council for their approval. The following is a list of the Commission's ongoing tasks and the prioritized short-term and long-term goals approved for the 2004 Work Plan as modified by the CAC in June of this year and the deletion of one-time tasks. Next to the goals and projects is the status. This should be reviewed and goals identified for the 2005 Work Plan.

2004 CAC WORK PLAN

Annual Recurring Tasks

1. Heritage tree nominations (January, May, October)
2. CDBG public hearing process (March)
3. Participate in Arbor Day – NBO booth and Tree City USA designation (April), Global Village, and 4th of July parade (July)
4. National Night Out (August)
5. Thank You Activity/Recognition for City Staff. Participate yearly in preparation for the annual employee service awards celebration.
6. Review City Calendar theme and layout (October)
7. Tree trimming (November)
8. Holiday Social (December meeting with invitation to all Commissioners)
9. Work session for annual work plan (December)

Short-term Goals/Projects (prioritized)

1. Tree Planting – Complete a heritage tree ordinance (in progress) and promote tree planting through outreach and tree protection awareness
2. Ethics First Program – Review final report and make recommendations to the City Council for long term Code and Training – Monitor consultant project progress and provide input (in progress)
3. Neighborhood Preservation/Street Sweeping – Assess whether neighborhoods are overcrowded and recommend strategies to preserve neighborhoods (in progress)
4. Town Hall Meeting – Review to determine whether to continue hosting this Fall event
5. Associations Meeting – Develop an outreach program to neighborhood associations to obtain feedback on community issues
6. Associations Meeting – outreach program to neighborhood associations to obtain feedback on community issues (moved to 2005 by CAC at June meeting)

Long-term Goals/Projects (prioritized)

1. Youth Involvement in Government – Develop a process to get youth involved in local government, possible initiating a youth representative on the CAC

Recommendation: Identify and prioritize the short-term and long-term goals for the 2005 Work Plan to be forwarded to the City Council.

B. Ethics Project Update

Training – The remaining Council training scheduled for November 17, 2004 was cancelled due to the election results. Staff will poll the Council members in December about holding the final training in mid-January after the new Council member is sworn in and the holidays are over. When the staff goes to Council on 12/21 with the lobbyist registry ordinance and the final survey

draft, the issue will be raised about whether to hold another training for the 52 out of the city's 127 Commissioners that did not attend one of the ethics training sessions. .

Public Information Campaign – No additional initiatives are proposed under the contract, which expires 1/31/04.

Evaluators Panel and Complaint Process – The lead evaluator's final draft protocols will be reviewed by the panel at a special meeting on December 8th. To date, the City Clerk has received six ethics complaints. Three were rejected, two have been heard and the hearing on the last one has been delayed until after the Thanksgiving holiday upon the request of the defendants. As required by the ordinance, the written decisions of the panel on the hearings that have taken place will be on the next Council agenda of 12/8/04 for information purposes. The decisions are also on the city's website.

Post Election Assessment meeting/CAC Town Hall – The Steering Committee and Dr. Shanks have worked out the details for this televised meeting on Tuesday, November 30th, 7:00 p.m. in the Council Chambers. Invitations to all individuals who took part in the Code development workshops and to the campaign candidates have been sent. Dr. Shanks will lead the meeting which will start with a history of what led to the creation of the Code and Behavioral Standards, the objectives of the candidate training and the Ethics First program and the expectations of the candidates under the Code and Standards. This will be followed by questions that will be asked by Dr. Shanks to engage the attendees and the television and on-line audience. Dr. Shanks will respond to questions received and will direct any questions that are appropriate for individuals in the audience to answer.

Lobbyist Registry Ordinance – Work has begun on drafting a lobbyist registry ordinance that is consistent with the Code of Ethics. The new ordinance is planned to be presented for Council review December 21st and will replace the lobbyist registry regulations set forth in the recently adopted Open Government Ordinance. After researching several other cities' ordinances, Oakland's appears to be the most comprehensive and will provide the model for the City's new ordinance. The Steering Committee will review the ordinance at their December 9th meeting.

Remaining deliverables – There are several deliverables remaining under Dr. Shanks' contract. The more significant ones are a guide/instructions for building a culture of recognition. This is related to the Commissioners' Recognition Event survey Commissioners filled out at their last meeting. In addition, a document providing tips on how to communicate ethics, a lobbyist manual, a final survey on the effectiveness of the ethics program this year, forms for soliciting community partners as program advocates and a final report are yet to be prepared. A draft of the final survey will go to the Council on December 21, 2004. The proposed circulation method is an insert in the *Milpitas Post* in early and mid-January. The final report will come to the CAC in February for recommendation to the Council in late February.

COGEL conference – About 5 months ago, staff was invited to be a panelist at the 2004 national COGEL (Council on Governmental Ethics Laws) conference. This year it is being held in San Francisco on December 6, 2004. The panel topic is: Ethics Training; Theory and Practice.

Recommendation: Discussion only, no action needed at this time.

C. Sign, NBO and Zoning Code Amendments Related to Code Enforcement Program.

Draft revisions of these codes have been prepared based on two Code Enforcement Task Force and four Sign Code Task Force meetings. The Code Enforcement Task Force met on October 25th and October 29th. No one attended the first meeting. The Sign Ordinance Task Force met on October 22nd, October 29th, November 5th, November 12th and November 19th. A sixth Sign Ordinance Task Force meeting will be held on December 3rd in the Committee Conference Room from 12:30 to 2:00 to discuss prohibited signs and whether to add administrative citation authority to the Sign Ordinance. If everything stays on track, the revised ordinances will be heard by the Planning Commission at its December 8, 2004 meeting and by the City Council at its December 21, 2004 meeting. Staff will present a verbal summary of the changes to the ordinances at tonight's meeting.

Recommendation: Discussion only, no action needed.

D. Subcommittee/Task Force Status Reports

- Neighborhood Preservation (Lee, Mohsin, Queenan, and Luna)
- 50th Year Anniversary (Mohsin, Mandal and Lind)
- Ethics (Abelardo, Lind, and Ranker)
- Tree Decorating Celebration (Pham, Cook, and Abelardo)

Recommendation: Discussion only, no action needed.

X. Adjournment to January 5, 2005

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